

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Motor Carrier Services Sergeant

Class Code: 60237

A. Purpose:

Supervises an organization of Motor Carrier Services personnel assigned to one of the four Motor Carrier Services zones. As directed, carries out administrative or training functions within a Highway Patrol district office or the division headquarters to direct division personnel and carry out district or division programs or operations.

B. Distinguishing Feature:

Motor Carrier Services Sergeants supervise and direct an organization of Motor Carrier Services personnel and as assigned, carry out administrative functions for a Highway Patrol district office or the division headquarters.

Motor Carrier Inspectors are located at fixed ports-of-entry or are part of mobile inspection crews and are delegated limited arrest authority.

Motor Carrier Enforcement Officers are certified law enforcement officers and are responsible for the apprehension of motor carriers attempting to by-pass state scales or evade motor carrier enforcement efforts.

Port of Entry Managers are lead workers over Motor Carrier Inspectors at a fixed port of entry and manage the day-to-day operation of the Port of Entry.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises Motor Carrier Services personnel to ensure the objectives of the work unit are met.
 - a. Interviews and recommends employee selection.
 - b. Conducts training and oversees employee training.
 - c. Provides initial approval of leave requests.
 - d. Plans, organizes, schedules, and directs the work of employees.
 - e. Assists assigned staff with personal or job related problems.
 - f. Maintains awareness of situations that may affect the attitude, judgment, or performance of assigned staff and provides recommendations or solutions to resolve problems.
 - g. Reports verbal or written complaints against assigned staff and investigates or assists others in investigating complaints.
 - h. Conducts performance planning sessions and performance reviews and completes performance documents.
2. Recommends to the District Commander selection and designation of a subordinate who will function as the acting senior staff member when the incumbent is absent or unavailable.
3. Directs the Motor Carrier Services operations for the assigned zone to ensure compliance with federal and state laws, rules and regulations and Motor Carrier Services policies.
 - a. Plans inspections, permit sales, and enforcement activities for staff assigned to the zone.
 - b. Ensures staff is trained to comply with Motor Carrier inspection and enforcement training and statutory requirements.

- c. Oversees permit sales and ensures compliance with state and federal laws, rules and regulations.
- d. Ensures compliance with division rules and regulations.
- e. Ensures port facilities and assigned equipment are maintained.
- f. Maintains familiarity with traffic flow, accident statistics, highway conditions, inspection trends, and other situations or conditions which may affect or alter inspection and enforcement efforts.
- g. Prepares work schedules and assigns duties to staff.
- h. Guides and assists staff in investigations and the preparation of court cases.
- i. Participates in truck checks, traffic safety checkpoints, and other inspection and enforcement activities.
- j. Takes command in emergency situations when serving as the ranking officer and reports emergency situations through the chain of command.
- k. Conducts inspections of equipment and recommends necessary repairs, replacements, or alterations.
- l. Complies with internal reporting requirements and procedures.
- m. Interprets statutes, rules, regulations, and policies and provides information to staff and the public.

4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Highway Patrol Lieutenant or Assistant Division Director. Supervises Port of Entry Managers, Motor Carrier Enforcement Officers, Motor Carrier Inspectors, and clerical support staff.

E. Challenges and Problems:

Challenged to deal with significant quantities of paperwork that is required to supervise staff and Motor Carrier Services zone operations. This is difficult because the sergeant must track each staff member's activity, vehicle, enforcement patrol activity, mobile weigh station activity, and in-service training and updates.

Typical problems include dealing with conflicts or changes in schedules, maintenance problems with equipment, responding to and dealing with irate public and complaints, development of training programs and keeping them current, conflicts among other law enforcement groups or agencies, explaining changes in laws and policies, explaining complex laws to violators when those laws vary from state to state, keeping up with objectives when staff are gone or assigned to other activities, investigating violations of policy, resolving staff problems, adjusting to unexpected changes, keeping abreast of changes in laws and policies, taking command in emergency situations, and maintaining and carrying out the administrative functions of the office.

F. Decision-making Authority:

Decisions made include recommendations for disciplinary actions, when to initiate the investigation of a complaint, when and where to make arrests, assigning staff to special events, initial work schedules, whether policies or standards are being adhered to, and how to operate the training program.

Decisions referred include what to do when staff are involved in an accident, final decisions on disciplinary actions, assignment of duty stations and approval of transfers, changes in policies, whether recommended training programs will be carried out, the assignment of staff to special events, and how to deal with politically sensitive issues.

G. Contact with Others:

Daily contact with private and commercial motor carriers to give and receive information, weigh and inspect trucks and tractor-trailers, and issue permits and citations or warnings; with the public to provide information on road conditions, construction detours, or tourist information; and with transceiver companies and Com-Check Services to get authorization to sell permits via a credit card. Weekly contact with state's attorneys and clerks of court regarding citations and possible court cases and with bank personnel when depositing receipts. Monthly with other state agencies to discuss special surveys and enforcement activity. Occasional contact with Highway Patrol Troopers or local Sheriffs offices to request assistance in dealing with irate or potentially dangerous drivers.

H. Working Conditions:

Work is performed in a typical office environment. When working out of an assigned vehicle they are subject to the same conditions experienced by the Motor Carrier Inspector, Motor Carrier Enforcement Officer or the Port of Entry Manager.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- arrest, search, and seizure laws;
- traffic and motor carrier laws;
- division policies and procedures;
- effective methods of supervision;
- geography of the state;
- duties of a Motor Carrier Inspector, Motor Carrier Enforcement Officer and Port of Entry Manager.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- make quick decisions in emergency situations;
- maintain assigned vehicle and equipment;
- operate assigned and other Motor Carrier Service vehicles;
- deal with varying types of personalities;
- direct the activities of others;
- take command in emergency situations.

J. Licensure and Certification:

Must be a certified level one North American Standards Inspector with the State of South Dakota.